



Zandre Booyens

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am looking for a receptionist or administrative job. I have strong communication skills. I have excellent verbal and written communication abilities to interact effectively with clients, visitors and staff. I always make sure my appearance and attitude is professional and consistently so. I am also capable of handling several tasks simultaneously without compromising on quality or efficiency. I am a team player. I have always known to be a cooperative and supportive team member.

Preferred occupation

Receptionist
Administrative jobs

Generals
General jobs

Government jobs
Government jobs

Receptionists
Hotel jobs

Medical receptionist
Medicine, healthcare, nursing jobs

Aftercare assistant
Teaching jobs

Preferred work location

Johannesburg
Gauteng

East Rand
Gauteng

Contacts and general information about me

Day of birth

1999-04-29 (25 years old)

Gender

Female

Residential location

Johannesburg
Gauteng

Telephone number

Information is available only for registered users.
[Sign in](#)

Email address

Information is available only for registered users.
[Sign in](#)

Work experience

Working period **nuo 2022.03 iki 2024.03**
 Company name Ipsos
 You were working at: Call Centre agent
 Occupation Market research agent
 What you did at this job position? I conveyed surveys with customers from specific brands.

Working period **nuo 2021.01 iki 2021.08**
 Company name University of Johannesburg
 You were working at: Other jobs
 Occupation Invigilator
 What you did at this job position? Monitored test takers to ensure no cheating was taking place.

Working period **nuo 2017.03 iki 2017.09**
 Company name Violet and Rose Jewellery Co.
 You were working at: Sales consultant
 Occupation Sales of jewellery
 What you did at this job position? Sales of jewellery, assisting customers

Education

Educational period **nuo 2017.02 iki 2017.11**
 Degree Grade 12 / Matric
 Educational institution Hoërskool Bergvlam
 Educational qualification Matric
 I could work Yes

Languages

Language	Speaking level	Understanding level	Writing level
English	fluent	fluent	fluent
Afrikaans	very good	very good	very good

Computer knowledge

I am quite computer literate. I do not have much knowledge of it but I am a very fast learner.

Recommendations

Contact person Lorraine Dankers
 Occupation Manager
 Company Ipsos
 Telephone number +27 (60) 432-8819
 Email address lorrainedankers@gmail.com

Contact person	Marcia Wood
Occupation	Manager
Company	University of Johannesburg
Telephone number	(061) 590-9331
Email address	marciawooduj@gmail.com

Additional information

Your hobbies	In my free time, I enjoy creating TikTok content, which has helped me develop strong communication and social media skills. I am also passionate about skincare and hairstyling, which allows me to maintain a polished and professional appearance, as well as stay updated on the latest trends.
Driver licenses	B Light Vehicle ≤ 3,500kg
Driver license from	2024-05-00 (0 years)
Salary you wish	8500 R per month